

FOR AGENCY USE

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE				
Application Date	Georgia Bureau of Investigation	Application Number					
5/24/76	State Crime Laboratory	73-59	18 A				
Application Number	959 E. Confederate Avenue, S. E.	Date Received	Data Completed				
	Atlanta, Georgia 30316	JUN 7 1976	l 101as				
2. Person to Contact	Working Title		<u> </u>				
Ms. Pat Jones	Admin. Assistant		Telephone Number 656–6051				
2 4-1 8		~ 	070 - 0071				
3. Action Requested	Schedule; record will continue to accumulate.						
	ccumulation; no further accumulation anticipated.						
c. XX Amend Application		de: 🗆 Void					
4. Dates of Series	5. Records Series Title (followed by title used in office; if di						
Earliest Latest		•	·				
1954 Present	Crime Laboratory Investigation Files						
6. Division and Office Function	What is the function of the Division and the Office in	which this record se	ries is created?				
The Division of Invest	igation provides crime prevention efforts a	and criminal i	nvestigation				
services to local law	enforcement agencies and the Executive Bran	nch of Governm	ent of the				
State of Georgia. To	perform these functions, the Division provi	ides: general	investigation				
	et, specialized investigation of narcotics,						
	nized crime, intelligence, technical expert						
	ance, statistical data base for reflecting						
	State, a Crime Information Center that will						
	all types of crime as submitted by local languages after a skills for investigative agencies						
	s scientific analyses of evidence submitted						
	or use as evidence in criminal proceedings,						
	all medical examiners in the state.		.00 01 2000100				
7. Record Series Description	This file contains the following documents (include form nu	and and and all all all all all all all all all al					
7. Newra Series Description	Attach samples of the file.	impers and titles, if	any):				
Documents relating to: Doc	cuments relating to Investigation of evidence	ce by scientif	'ic				
examination and inve	estigation of suspicious deaths by medical	examiners.	•				
included are: Included are official case reports on drug, ballistics, serology,							
histology, toxicolog	gy, physical evidence, blood alcohol, and quantities Theidense Disposition Shoot and appropriate	uestioned docu	ments				
cases with accompany	ying Evidence Disposition Sheet and appropri ving forms: Official Autopsy and Medical E	rane analytica rominens Renor	il Uala Ha				
stated on the lotton	rds of Evidence by Crime Lab (DPS-299 (1/73	nammers hepor) microfilm					
and 3 x 5 index card		, interestable					
and J h J Lines can							
Paper Copy and Micro	ofilm File is arranged numerically by labor	ratory case nu	mber				
Index Card File is a	armanged:						
	Waster Card - Alphabetically by suspect or	victim's name					
	Master Card - Alphabetically by county, the		cally by case				
	nimber						
·	How often are records referred to which are:		30				
One to six months old 300 twenty-five months and olde	; Seven to twelve months old <u>300</u> ; Thirteen to <u>Occasional</u>	o twenty-four mont	hs old;				
9. Annual Rate of Accumulatio	n of Records						
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)					
A-80-71; Rev. 76	(Over)						

Yes A 10. Coestionaire Place an "X" in the proper column! Yes I so the the field copy of the seles?						Sheet	#28	3.75-5	548A 6/	16/76
S. It has the enricular copy of the series? Index. white 18 for a first post of the series of th	YES	NO				olumn)	<i>V</i>			(7)
A Ga. Code Ann. 38-1102 (49-41); 32-A-105 X c. Is this a vital record? X d. Obes this arise have historical or long term research value? X d. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? X f. Is the information contained in this arise sure published? If yes, attach conv. Isolated portions of the state information contained in this series wer analyzed and/or recorded in a primarized regory. Information may five, antire to one one used city of context for statistical statistical formation of time. X f. It is this information contained in this series were analyzed and/or recorded in a primarized regory. Information may five, and the series in your office, or in another office or agency? X f. Is this size for a malar approach of its resularly miscofilmed? X f. Does the record series result in a computer printensity. 11. Retention Requirements The following requires the series to be kept: a. State Law year. b. Statute of limitation year. c. Federal law year. Attach copy or excert of lews or regulations. Explain administrative need. Ga. Code Ann. 27.601 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal Year, 25 Other Other then, Wear. Hold in the current files area month(s) year(s); then Transfer to State Records Center; hold year(s); then Transfer to State Records Center; hold year(s); then Distroy. Peper Copy: Cut off every 2 1/2 years, destroy negative and misdementor cases, microfilm remarkance of file, destroy paper files, except that all files dated from 1-7 May annually will be included in microfilm files. (To be confidential for 75 years). Microfilm File: Cut off at the end of each CY; hold in CFA 19 years. Index Card File: Chi off each CY; hold in CFA 5 years files to state Archives for destroy of each file of the confidential for 75 years.) These instructions apply to all prior and future accum	х				series?					
C. Is this a vital report? X. d. Does this series have historical or long term research value? X. d. Does this series have historical or long term research value? X. d. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents have been deviced by the provision of the series over published? It ves. attach copy. Isolated por vicinos of information contained in this series over published? It ves. attach copy. Isolated por vicinos of its fine for a long period, could these documents have been deviced by the little of the provision of this series in your office, or in another office or agency? X. I. Is this series for ameliar portion of it? setulative microfilemed? X. I. Is this series for ameliar portion of it? setulative microfilemed? X. I. Is this series for ameliar portion of it? setulative microfilemed? X. I. Is this series for ameliar portion of it? setulative microfilemed? X. I. Is this series for ameliar portion of it? setulative microfilemed? X. I. Is this series for ameliar portion of its series in your office, or in another office or agency? It is the series for ameliar portion of its series in your office, or in another office or agency? It is the series for ameliar portion of its series for the series to be kept: A state low years. A Administrative need. Ga. Code Arn. 27.601 12. Approved Disposition instructions This agency recommends that the fite series be cut off at the end of each: C. Federal law Vest. C. Federal law Vest. C. Federal vest.	X		b. Does the serie	s contain confid Ann. 38–110	lential information 02 (4544): 92	n requiring se 2-A-105	curity handling	? If yes, cite la	w or regulation	i.
X A. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled sensorately? Y F. Is the information contained in this series ever analyzed and or excerted by a summarized good that it is the information contained in this series ever analyzed and/or excerted by a summarized good that it is the information may be in the information contained in this series ever analyzed and/or excerted by a summarized good that it is the information may be in the series of the series in your office, or in another office or agency? If the schedule for this series in your office, or in another office or agency? If the schedule for this series in your office, or in another office or agency? If the series in the file series to be kept:	Χ							. **	· · · · · · · · · · · · · · · · · · ·	
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11. Retention Requirements The following requires the series to be kept: a. State Law years. d. Audit period years. e. Administrative need Indefinitely years. f. Federal retention instructions Attach copy or excert of laws or regulations. Explain administrative need. Ga. Code Arm. 27.601 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Ga. Code Arm. 27.601 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Ga. Code Arm. 27.601 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Ga. Code Arm. 27.601 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Galendar Year; Fiscal Year; Fother Other Other Transfer to local holding area; hold year(s); then Transfer to State Records Center; hold year(s); then Transfer to State Archives for permanent retention. Other (Specify) Paper Copy: Cut off every 2 1/2 years, destroy negative and misdensanor cases, microfilm remainder of file, destroy paper files, except that all files dated from 1-7 May arrunally will be included in microfilm file: (To be confidential for 75 years.) Microfilm File: Out off at the end of each CY; hold in CFA 10 years; retire to Archives. (To be confidential for 75 years) Index Card File: Cut off each CY; hold in CFA 5 years (Fitting to State Archives for disposition. (To be confidential for 75 years.) These instructions apply to all prior and future accumulations of the series. Agency Head/Designee (Signature) Date B. Auckell Agency Head/Designee (Signature) Date State Auditor/Designee State Auditor/Designee State Auditor/Designee State Auditor/Designee State Auditor/Designee State Designee Hoofile	X				on of it) regularly	microfilmed	?		· · · · · · · · · · · · · · · · · · ·	
a. State Law b. Statute of limitation years. c. Federal flaw years. d. Administrative need Indefinitely years. f. Federal retention instructions years. f. Federal retention instructions Attach copy or excert of laws or regulations. Explain administrative need. Ga. Code Ann. 27.601 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal Year; B Other Chere then, Parafer to local holding area; hold year(s); then Transfer to local holding area; hold year(s); then Transfer to State Archives for permanent retention. Other (Specify) Paper Copy: Cut off every 2 1/2 years, destroy negative and misdemeanor cases, microfilm remainder of file, destroy paper files, except that all files dated from 1-7 May arrusally will be included in microfilm file: (To be confidential for 75 years.) Microfilm File: Cut off at the end of each CY; hold in CFA 10 years; retire to Archives. (To be confidential for 75 years.) Index Card File: Cut off each CY, hold in CFA 5 years frequency. (Yoncur () Nonconcur These instructions apply to all prior and future accumulations of the series. Agency Head/Designee (Signature) Date State Records Committee (Signature) Date State Records Committee (Signature) Date State Records Committee (Signature) Date State Records Committee (Signature) Date State Records Committee (Signature) Date State Auditor/Designee CALLAND CALLAND CALLAND CALLAND Calendar Years. Finder Card Files. Calendar Years. Files date from 1-7 years. Card Files (To be confidential for 75 years.) Calendar Years (Period Card Files) Card Files				d series result i	n a computer prin	tout?				
b. Statute of limitation	11. F	Retent	on Requirements	Th	e following requir	es the series	to be kept:			
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Approved Disposition Instructions	l l				nu e de la companya d		1 - 4 - 6 - 0			* ***
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Recommendations in peragraph 12 are approved. (If disapproved, attach letter of explanation.) State Auditor/Designee 1/10/16 Secreptivo State/Designee 1/10/16		2	ucker		6/1/76	Jean	AA	owell		101/76
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(If disapproved, attach letter of explanation.) Secreptive State/Designee Out 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				State Audi	tor/Designee	\		.i	1	1,02.
(1) 1) (M)	(If disa	pprov	ed, attach letter	CASS		Our	rell las	int		6/9/76
	:					Re	17)(7)	10	6	115171

OF Application for GEORGIA RECORDS DISPOSITION STANDARD	DEPARTMENT OF ARCHIVES & BISTORY 1 RECORDS MANAGEMENT DIVISION
1. Application Date 10/01/73 2. Agency Application No. 73-26 INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention:	POR RECORDS HANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 1 1973 73-548 NOV 1 4 1973
Georgia Department of Public Safety Division of Investigation	Mrs. Passie Jones 5. Working Title Admin. Assistant 6. 7el No. 656-6051
	OSE OF PRESENT ACCUMULATION; JRTHER ACCUMULATION ANTICIPATED
8. Earliest & Latest Dates of Series 1954 to present 9. Exact Series Title Crime Laboratory Investigation File	S
The Division of Investigation provides crime prevention ef services to local law enforcement agencies and the Execution State of Georgia. To perform these functions, the Division of crime after the fact, specialized investigation of narcommercial loss, organized crime intelligence, technical exphotographic surveillance, statistical data base for refle occurring within the State Crime Information Center that we information regarding all types of crime as submitted by leand training in law enforcement skills for investigative as which provide scientific analyses of evidence submitted by suitable for use as evidence in criminal proceedings, and vestigations by all medical examiners in the state.	forts and criminal investigation ve Branch of Government of the n provides: general investigation otics, major case, auto theft, xpertise in electronic, optical, cting the criminal activity ill retrieve, store, disseminate ocal law enforcement agencies gencies, and Crime Laboratory service Peace Officers, reports of results
11. This file contains the following documents (include form and file arrangement). Documents relating to Investigation of evidence by scientif of suspicious deaths by medical examiners. Included are o	fic examination and investigation

ballistics, serology, histology, toxicology, physical evidence, blood alcohol, and questioned documents cases with accompanying Evidence Disposition Sheet and appropriate analytical data stated on the following forms: Official Autopsy and Medical Examiners Reports (GL 1, 2, 3)

Record of Evidence by Crime Lab (DPS-299 (1/73), microfilm and; 3/5 index cards.

Paper Copy and Microfilm File is arranged numerically by laboratory case number.

Index Card File is arranged:

Blue Master Card - Alphabetically by suspect or victims name

Pink Master Card - Alphabetically by county thereunder numerically by case number

ATTACH SAMPLES OF THE FILE

2.	EQUIPMENT OCCUPTED	Ro. of Drawers	Cu. ft. of Records		Bo. of	Dravers	Cu. Ft. of Record
	Letter-size File Drawers	130	196	ABSUAL RATE OF ACCUMULATION	75	5	113
, i	pegal-size File Drawers			Floor Space Occupied (Square Feet)	210))	In Storage Area(s
		3 Drawers o	f microfilm	# # # # # # # # # # # # # # # # # # #	This Year's	Last Year's	Preceding All Pri Year's Years
		cassettes. 1954-9/70	Å.	AVERAGE DATLY REFERENCES	300	30	Occasional

QUESTIONNAIRE Pla	see an "x" in the proper column. If answer is	"YES," please explain	9. %	YES, NO
13. Is this the Re	ecord Copy of the series?		•	[X] []
14. Is there a dup	olication of this series in a	mother office or agend	y?	[] [x]
Ga. Code Ann.	ation contained in this serie summary or publication. con s contain classified informa 38-1102 (4544); 92-A-105 als	so see attached	• •	[] [X] t of time. [X] []
17. Does the serie	es initiate, amend or termina	te agency policies and	l procedures?	[] [x]
18. Could the fund	etion be performed if the fil	es were lost or destro	yed?See attache	d.[] [X]
	(or major portion of it) reg	· · · · · · · · · · · · · · · · · · ·	yes, why?	[x] []
To reduce space 20. Does the recor	ace and equipment required for rd series provide data as inp	or storage. Out to an EDP file?		[] [x]
21. Does the recor	d series contain documentati	on produced as EDP pri	.ntout?	[] [x]
22. Has the Federa sition of thes	al Government issued instruct	ions governing the ret	ention/dispo-	[x]
	a need for these records 10,	15 years from now? If		[x] []
24. REQUIREMENTS.	he following requires the fi	les to be kept indefin	telwears:	atue.
Ga. Code Ann. 27	e Law, Statute, or other rea	AW DECISION son for the retention	VALU requirement)	
25. AGENCY RECOMMEND		nds that the file seri	es be cut off at	the end
Paper Copy:	Cut off every 2-1/2 years, microfilm remainder of file files dated from 1-7 May an file. (To be confidential	e, destroy paper files, mually will be include	, except tha t all	
Microfilm File:	Cut off at the end of each Archives. (To be confident		rs, reitre to	:
Index Card File:	Cut off each CY, Hold in CF disposition. (To be confid		State Archives i	For
Concur (Nonconcur Warm	JO DOWALA ESTÓR, CRIME LABORATOR		
Records Management Of	ficer (Signature) Date	OTHER REQUIRED SI	GNATURES	DATE
26. Recommendations A in paragraph 25 L	✓ Approved [] Disapproved []	SO Cof		10-4-73
are:	tate Auditor/Designee Approved [] Disapproved	William M. K.	lan	11-8-73
STATE RECORDS S	ecretoral of State/Designee Approved [] Disapproved	Carroll Ili	A	11-6-73
· · · · · · · · · · · · · · · · · · ·	ttorney General/Designee	PMAYAL.	/	1/2/202